

**BROKER EXAM/LICENSE APPLICATION**

RE 436 (New 6/05)

**GENERAL INFORMATION***This application allows you to:*

- Apply for the real estate broker examination *and* the real estate broker license at the same time, OR
- Apply for a real estate broker license, if a valid broker examination application has been filed within the last two years.

**Read enclosed instructions** before completing and submitting this application to ensure that you understand the requirements and that the proper qualifying documentation and exam/license fee are submitted. **Note:** Fees submitted with this application are **not refundable**. If you fail to qualify for or pass the examination within two years of the date this application is filed, the fees may not be applied to any future applications.

**APPLICATION IS FOR: (Must check one box.)****C** ☐ **Real estate examination and license** — Complete Parts A, B, C, & D.**L** ☐ **Real estate license only** (If already scheduled for examination) — Complete Parts A, C & D.**PART A — APPLICANT INFORMATION**

1. SOCIAL SECURITY NUMBER (REFER TO PRIVACY NOTICE ON RE 436A.)

2. BIRTH DATE (MM/DD/YYYY)

3. Have you **ever** applied for a California real estate exam? ..... ☐ NO ☐ YES

If YES, list examination ID#. (If known.) ..... \_\_\_\_\_

4. APPLICANT'S NAME – LAST, FIRST, MIDDLE

5A. MAILING ADDRESS – STREET ADDRESS OR POST OFFICE BOX

5B. CITY

5C. STATE

5D. ZIP CODE

6. Do you reside in California? ..... ☐ NO ☐ YES

If NO, an "RE 234" is required. (Refer to RE 436A, General Examination Information.).

7. Check "no mailings" box, if you do not want your name and address to be included on applicant or licensee mailing lists. .... ☐ NO MAILINGS

8. RESIDENCE PHONE NUMBER (INCLUDE AREA CODE)

9. BUSINESS PHONE NUMBER (INCLUDE AREA CODE)

10. HAVE YOU USED ANY OTHER NAMES (I.E., MAIDEN NAME, FORMER MARRIED NAMES, AKA'S, ETC.)?

☐ NO ☐ YES IF YES, LIST ALL NAMES USED.

11. HEIGHT

12. WEIGHT

13. COLOR OF EYES

14. COLOR OF HAIR

15. GENDER

☐ MALE ☐ FEMALE16. Do you now hold or have you **ever** held a California real estate license? ..... ☐ NO ☐ YES

If YES, complete 16A, B, C, and D below.

If YES to 16, has your California real estate license been previously revoked? ..... ☐ NO ☐ YES

A. TYPE OF LICENSE

B. IDENTIFICATION NUMBER

C. EXPIRATION DATE

D. NAME ON LICENSE

**PART B — EXAMINATION INFORMATION**

1. EXAM AREA PREFERENCE (REFER TO WWW.DRE.CA.GOV FOR LIST OF OTHER AVAILABLE TESTING FACILITIES.)

☐ SACRAMENTO ☐ FRESNO ☐ LOS ANGELES  
☐ OAKLAND ☐ SAN DIEGO ☐ OTHER:

2. EARLIEST DATE YOU CAN TAKE EXAM

(mm) (dd) (yyyy)

**FOR OFFICE USE ONLY**☐ RESTRICTED ☐ VIOLATIONS

FORM LETTER / NOTES

PROCESSOR # &amp; DATE PROCESSED

➔

➔

NAME OF APPLICANT

PART C — LICENSE INFORMATION

1. WORKING STATUS (Check one.)

☐ AT TIME OF ISSUANCE, I *WILL BE* WORKING IN REAL ESTATE FOR WHICH A CALIFORNIA LICENSE IS REQUIRED. ITEMS 2–4 MUST BE COMPLETED.

☐ AT TIME OF ISSUANCE, I WILL NOT BE WORKING IN REAL ESTATE FOR WHICH A CALIFORNIA LICENSE IS REQUIRED. **DO NOT COMPLETE ITEMS 2–4; GO TO PART D.**

2. MAIN OFFICE ADDRESS (STREET ADDRESS OR PHYSICAL DESCRIPTION — DO NOT LIST P.O. BOXES.)

CITY

STATE

ZIP CODE

3. FICTITIOUS BUSINESS NAME — IF ANY (PRINT AS IT APPEARS ON FILING FROM COUNTY CLERK. REFER TO RE 436A.)

4. ADDITIONAL FICTITIOUS BUSINESS NAME — IF ANY (PRINT AS IT APPEARS ON FILING FROM COUNTY CLERK.)

PART D — BACKGROUND INFORMATION

❖ **Carefully read and provide detailed answers to questions #1–4. You must provide a yes or no response to all questions.**

❖ “Convicted” as used in Question 2 includes a verdict of guilty by judge or jury, a plea of guilty or of nolo contendere, or a forfeiture of bail in municipal, superior or federal court. All convictions must be disclosed whether or not the plea or verdict was set aside, the conviction against you was dismissed, or expunged or if you have been pardoned. Convictions occurring while you were a minor must be disclosed unless the record of conviction has been sealed under Section 1203.45 of the California Penal Code or Section 781 of the California Welfare and Institutions Code.

1. HAVE YOU EVER HAD A BUSINESS OR PROFESSIONAL LICENSE (INCLUDING REAL ESTATE) **DENIED, SUSPENDED, RESTRICTED or REVOKED** IN CALIFORNIA OR ANY OTHER STATE? (Do not include driver’s license suspensions, etc.)

☐ NO

☐ YES

IF YES, COMPLETE #1B–I BELOW. IF NEEDED, EXPLANATION MAY BE PROVIDED IN #4E (PAGE 3).

1B. TYPE OF LICENSE

1C. LICENSE ID NO.

1D. LICENSE EXPIRATION DATE

1E. STATE

1F. ACTION (revoked, etc.)

1G. DATE OF ACTION

1H. DATE ACTION TERMINATED

1I. CODE SECTION VIOLATED

2. HAVE YOU EVER BEEN CONVICTED OF ANY VIOLATION OF LAW? CONVICTIONS EXPUNGED UNDER PENAL CODE SECTION 1203.4 MUST BE DISCLOSED. HOWEVER, YOU MAY OMIT MINOR TRAFFIC CITATIONS WHICH DO NOT CONSTITUTE A MISDEMEANOR OR FELONY OFFENSE.

☐ NO

☐ YES

IF YES, COMPLETE #4E (PAGE 3).

3. ARE THERE ANY CRIMINAL CHARGES PENDING AGAINST YOU AT THIS TIME?

☐ NO

☐ YES

IF YES, COMPLETE #4E (PAGE 3).

4. **DETAILED EXPLANATION OF ITEMS 1–3.** COMPLETE ONE LINE FOR EACH VIOLATION AND PROVIDE EXPLANATION BELOW. IF YOU ARE UNABLE TO PROVIDE THIS INFORMATION, A DETAILED EXPLANATION MAY SUFFICE. INDICATE WHETHER EACH CONVICTION WAS A MISDEMEANOR OR FELONY AT THE TIME THE CONVICTION OCCURRED. IF THE CONVICTION STATUS HAS BEEN SUBSEQUENTLY CHANGED OR REDUCED, NOTE THAT FACT IN THE AREA PROVIDED FOR ADDITIONAL INFORMATION.

\* CODE SECTION VIOLATED (i.e., 484)

\*\* CODE VIOLATED (i.e., Penal Code)

\*\*\* DISPOSITION (i.e., probation, parole, fine, length of term, etc.)

COURT OF CONVICTION (Name and Address)	ARRESTING AGENCY (Name and Address)	DATE OF CONVICTION	TYPE OF CONVICTION	* CODE SECTION VIOLATED	** CODE VIOLATED	*** DISPOSITION	CASE NUMBER
<b>Example:</b> Sacramento Cnty. 456 Main St., Sac	Sacramento City Police 123 Main St., Sac	2/20/87	<input type="checkbox"/> Felony <input checked="" type="checkbox"/> Misdemeanor	484	Penal Code	6 months probation and \$200 fine	1234
A.			<input type="checkbox"/> Felony <input type="checkbox"/> Misdemeanor				
B.			<input type="checkbox"/> Felony <input type="checkbox"/> Misdemeanor				
C.			<input type="checkbox"/> Felony <input type="checkbox"/> Misdemeanor				
D.			<input type="checkbox"/> Felony <input type="checkbox"/> Misdemeanor				

### PART D — BACKGROUND INFORMATION (Continued)

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

**BROKER EXAM/LICENSE INSTRUCTIONS**

RE 436A (New 6/05)

Telephone: (916) 227-0904

**GENERAL INFORMATION**

- This combination application may be used for either of the following two purposes:
  - ✓ **Applying** for the real estate examination and the real estate license at the same time.
  - ✓ **Applying** for the real estate license during the examination process.
- The following fees must be included with your application:
  - ✓ The current examination fee **and** the current license fee. (Refer to Fees, Payment & Mailing Information.)
  - ✓ The fees for the examination and license are not refundable.
- The following must be submitted before your license can be issued:
  - ✓ Proof of completion of the required education and experience. Refer to *Instructions to License Applicants* handbook for further information.
  - ✓ Proof of legal presence document (i.e., birth certificate, passport, resident alien card, etc.) **and** a State Public Benefits Statement (RE 205). Please refer to that form for further instructions.
  - ✓ A copy of the completed Live Scan Service Request (RE 237), unless you currently hold a salesperson license or have been licensed as a salesperson or broker within the last two years. (Refer to Fingerprint Information.)

*Please read all examination and license information/instructions before completing and submitting this application; type or print in ink.*

**GENERAL EXAMINATION INFORMATION**

- You may only be scheduled for one broker examination date at a time.
- **Name** — The name you use on your examination application must be your legal name. Provide documentation (i.e., copy of your drivers license, marriage certificate, etc.) for any name change or discrepancy between your legal name and the name you used in applying for the examination or the name on your transcripts.
- **Mailing address** — Please use a personal mailing address (item # 5A–D); use of a real estate school/business mailing address may cause a delay in mail delivery. If you are not a resident of California, submit a notarized Consent to Service (RE 234) **Note:** After passing your examination, your license mailing addresses will be public information which is posted on the Internet and available

from DRE via telephone and written requests. Please consider this when identifying a mailing address. You may change your mailing address anytime after your examination is scheduled at [www.dre.ca.gov](http://www.dre.ca.gov) or by submitting Broker Examination Change Application (RE 415B).

- **Applicant mailing lists** — The lists of examinee names and addresses are provided, upon request, to institutions who wish to offer educational opportunities. Your name and address will be provided unless you responded “no” to Part A, item #7.
- The examination is qualifying in nature. If you pass the examination, an actual score will not be released.

**EXAMINATION SCHEDULING INFORMATION**

- **Broker examinations are usually given:** On Wednesday or other weekdays as needed in Fresno, Los Angeles, Oakland, Sacramento, and San Diego. *Schedules and examination locations are subject to change.* At [www.dre.ca.gov](http://www.dre.ca.gov) you can view a calendar of examination dates and locations currently being scheduled. Since DRE allows reschedule requests online, by phone, and through the mail, examination dates fill quickly and a particular date may not be available; therefore, requests cannot be guaranteed.
- If you want the earliest possible date, indicate more than one area in Part B, item #1 and attach a separate page stating specific dates. Include your daytime phone.
- If you do not provide a date in Part B item #2, you will be scheduled for the earliest available date in the area chosen.
- **Exam date notification** — Notification of your examination, date, time, and location will depend on the volume of applications submitted. If you do not receive an examination confirmation notice after four weeks, you can access [www.dre.ca.gov/proc\\_time.htm](http://www.dre.ca.gov/proc_time.htm) to check on the latest application processing timeframes.

If you have not yet been assigned an exam date or received a deficiency letter and your application was submitted at least four weeks prior, check with your bank or credit card company to assure that DRE has processed your fee before contacting our Sacramento Office. If your fee has been processed and it is beyond the timeframes indicated on our Web site contact DRE at (916) 227-0931 to check the application status.

- Applicants with physical limitations requiring special accommodation must submit a written request which describes the limitation and the special accommodation requested. Compliance with special requests may be limited by scheduling constraints.

- Use **www.dre.ca.gov** (eLicensing) for expedited processing to reschedule an examination, review your examination results and records, request a duplicate schedule or result notice, and change your examination mailing address.

### CURRENTLY OR PREVIOUSLY LICENSED?

If you currently have a real estate broker (or broker-officer) license in California, or if your license expired less than two years ago, you are not eligible to take an examination for that type of license

*Note:* A broker-officer license which has not been expired for more than two years will protect your right to obtain an individual broker license.

### EDUCATION & EXPERIENCE REQUIREMENTS

In addition to this application and fee, broker license applicants must submit a transcript or credit certificate showing completion of eight three semester or four quarter unit courses in specific topics completed through a regionally accredited college or university or through an approved DRE course sponsor. Courses completed or degrees earned through foreign institutions of higher learning must be evaluated by a foreign credentials evaluation service approved by DRE.

Applicants must submit evidence of two years of full time licensed experience, or an approved equivalent type of experience, which has been completed within five years of the date the examination application is filed.

Refer to *Instructions To License Applicants* handbook for further information and examination rules. The handbook is available on the DRE Web site or from any DRE office.

### GENERAL LICENSE INFORMATION

- Use these instructions to complete Part C & D of the application.
- Application deficiencies such as failure to submit the proper fee, education or experience requirements, legal presence information (if required), , or completed Live Scan Service Request (RE 237) (if required) will delay the processing.
- You may check to verify that your license has been issued by using eLicensing from the Department's Web site at: **www.dre.ca.gov**. Current processing timeframes for properly completed applications are posted on the Web site.
- Most forms referenced in these instructions can be obtained from the DRE Web site or the interactive telephone system.

#### Part C

**Main office address** — Enter your primary business location (a California address) at the time your license will be issued. If a street address is unavailable, indicate the physical location; use the nearest intersection and the distance to it. A post office box number alone is not acceptable. If you are not a

California resident and you do not maintain a California business address, leave lines 11a–d blank and also submit an Out-of-State Broker Acknowledgment (RE 235). Your main office address is public information and as such is posted on the Internet and available from DRE via telephone and written request.

#### *Using a fictitious business name/doing business as (DBA)*

— Enter the name exactly as it appears on the Fictitious Business Name Statement (FBNS) as filed with the County Clerk in the county where your main office is located. Submit a copy of the FBNS showing the “filed stamp” from the County Clerk’s office.

- Prior to filing your fictitious business name statement with the county, you may wish to contact a local DRE district office, or check our Web site to determine if the name is already in use by another broker.
- Proof of Publication is not acceptable.
- **Do not** list your broker’s DBA if you will be working as a broker-salesperson.
- Legible photocopies are acceptable.
- An individual broker may not be issued a license with a DBA which implies the existence of a corporation, is otherwise misleading, or which would constitute false advertising. Refer to Commissioner’s Regulation 2731.

#### Part D

- **ALL** questions must be answered and a full explanation must be provided if questions 1–3 are answered “yes.” Insufficient or no explanations will delay the processing of your license.

### FINGERPRINT INFORMATION

#### **Completion & submission of RE 237**

One set of classifiable electronic fingerprints is required from every real estate license applicant unless you are currently licensed or held a license within the last two years. Applicants have the option of getting their fingerprints taken at the time they submit this application or any time thereafter. Fingerprints must be submitted through the California Department of Justice (DOJ) Live Scan Program. A Live Scan Service Request (RE 237) may be obtained online at **www.dre.ca.gov** and will be sent with your exam scheduling notice.

After you have your fingerprints taken by the live scan service provider, either submit a completed copy of RE 237 with this application or, if you choose to get your fingerprints taken at a later date, submit a completed copy of RE 237 to the Department of Real Estate, P.O. Box 187002, Sacramento, CA 95818, Attn: Fingerprint Desk. Your license will not be issued until a report from the Department of Justice is received stating that there is no criminal history, or disclosing the existence of criminal history information. If prior criminal information is disclosed in the report, further background inquiry may be required before your license is issued.



**Fingerprint services** (Contact the facility for fees/ hours)

Many California law enforcement agencies provide electronic fingerprint services. You may obtain a complete list of fingerprint service providers through [www.dre.ca.gov/fees.htm](http://www.dre.ca.gov/fees.htm). Please note that the hours of operation for each provider may vary and an appointment may be required.

**Out-of-state applicants**

Out of state residents either need to make arrangements to get their fingerprints taken at a live scan service provider in California or get fingerprinted out of state using the FBI Applicant Fingerprint Card (FD-258 Rev. 5/99). A fingerprint card can be obtained by contacting the Licensing Section at (916) 227-0931. It should be taken to a local law enforcement agency for completion and submitted directly to DRE with the completed license application, license application fee, and \$56 fingerprint processing fee. (The examination, licensing application and fingerprint fees can be combined.)

**NOTICE OF APPEAL PROCESS**

The Department of Real Estate has established time periods for the processing of permit applicants as required by the Permit Reform Act (Government Code Section 15374 et seq.). These time periods are set forth in Regulation 2709, Chapter 6, of Title 10, of the California Code of Regulations. Failure to comply with these time periods may be appealed to the Secretary of the Business, Transportation, and Housing Agency, 980 9th Street, Suite 2450, Sacramento CA 95814-2719, pursuant to Section 7600 et seq. of Title 21 of the California Code of Regulations. Under certain circumstances, the Secretary may require the Department of Real Estate to reimburse the applicant for the filing fees paid in connection with the application.

**FEES, PAYMENT & MAILING INFORMATION**

**Fees** — Refer to Exam & Licensing Fees (RE 206) or the DRE Web site to verify current fees. Fees are subject to change.

Missing requirements may be submitted anytime within the two year period after DRE receipt of your application/fee. A new application, fee, and current qualifications will be required if you fail to qualify and pass the examination during that two year period. *Note:* If you already have an examination application on file, but have not yet passed your examination, the *two year period* for your examination application started on the date your initial examination application was submitted.

**Broker**

Exam ..... \$50  
License ..... \$165  
**Total due to DRE . \$215**

**Fingerprint Fee<sup>①</sup> ..... \$56**

<sup>①</sup>*Fingerprint fee* — Applicants who *reside in California* will pay a \$56 fingerprint processing fee directly to the live scan fingerprint service provider. Applicants who *reside out of state* should submit the \$56 fingerprint processing fee with their application, fingerprint card, and license fee.

Fees are not refunded if an applicant fails to pass the examination.

**Acceptable payment methods** — Cashiers' check, money order, check or credit card.

- Make check or money order payable to: **Dept. of Real Estate**
- If paying by credit card, use a Credit Card Payment (RE 909).

**Mail To** — Department of Real Estate, P.O. Box 187001, Sacramento, CA 95818-7001

**Fax To** — Department of Real Estate at (916) 227-0925. Do not fax multiple requests.

**PRIVACY NOTICE**

Section 1798.17 of the Civil Code requires this notice be provided when collecting personal or confidential information from individuals. *Each individual has the right to review personal information maintained by this agency, unless access is exempted by law.* Inquiries should be directed to:

Department of Real Estate  
Managing Deputy Commissioner IV, Licensing  
2201 Broadway, Sacramento, CA 95818  
Telephone: (916) 227-0931

General powers of the Commissioner, Section 10050, 10071 and 10075 of the Business and Professions Code authorize the maintenance of this information.

Business and Professions Code Section 30, added by Statutes 1986, Chapter 1361, Section 1, requires each Real

Estate licensee to provide to the Department of Real Estate his or her Social Security number which will be furnished to the Franchise Tax Board. Failure to provide this information is subject to the penalty provided in Revenue & Tax Code, Section 19276. Your Social Security number shall not be deemed a public record and shall not be open to the public for inspection. The Franchise Tax Board will use your number to establish identification exclusively for tax purposes.

The Real Estate Law and the Regulations of the Commissioner require applicants to provide the Department with specific information. If all or any part of the required information is not provided processing may be delayed. In addition, the Commissioner may suspend or revoke a

license, or in the case of a license applicant, may deny the issuance for misstatements of facts (including a failure to disclose a material fact) in an application for a license.

The information requested in the application is primarily used to furnish license status information to the Department's regulatory section, and to answer inquiries and give information to the public on license status, business address and actions taken to deny, revoke, restrict or suspend licenses for cause.

This information may be transferred to real estate licensing agencies in other states, law enforcement agencies (City Police, Sheriff's Departments, District Attorneys, Attorney General, F.B.I.), and other regulatory agencies (i.e., Department of Corporations, Department of Insurance, Department of Consumer Affairs, California Bar Association).